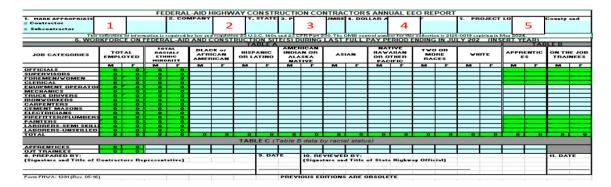
INSTRUCTIONS ON HOW TO COMPLETE THE 1391-FORM:

Once the 1391-Form has been downloaded and saved to your computer and you are ready to complete, follow the steps below for each numbered box located in the light blue area on the form. **To submit "no activity/work performed 1391s, please see instructions on the last page.

- Box 1 Select Contractor or Subcontractor
- Box 2 Provide the company's name and address.
- Box 3 Enter the **State Project Number** (H.00000) only for the project.
- Box 4 Enter the total dollar value of the federal-aid contract **or** subcontract.
- Box 5 Enter Parish the project is located in. If the project is located in more than one Parish, put the first Parish listed on the contract.
- Box 6 The current reporting year will be provided for you. Instructions on How to Complete the 1391-Form, Cont.



Box 7 – Employment Workforce:

<u>Table A</u>: Enter employment workforce for each job category, be sure to indicate female and minority employees by racial status. <u>Note:</u> <u>data can only be entered in the light blue fields</u>. The data will automatically calculate in the light green areas of the form.

Example: 3 equipment operators and 1 carpenter. 2 equipment operators are male (1 American Indian and 1 Black or African American), 1 is female (Asian). Locate the row for equipment operators in box 7 of the form, in the light blue area enter 1 for male in the column under Black or African American, enter 1 for male in the column under American Indian, and enter 1 for female in the column under Asian. Locate the row for carpenters and in the light blue area enter 1 for male in the white column. Notice in the green area of the form you will now see 3 for males and 1 for female under the Total Employed column. Under the Total Racial/Ethnic Minority column you will now see 2 for males and 1 for female. The information entered automatically calculates in the green areas of the form.

Instructions on How to Complete The 1391 Form Con't.

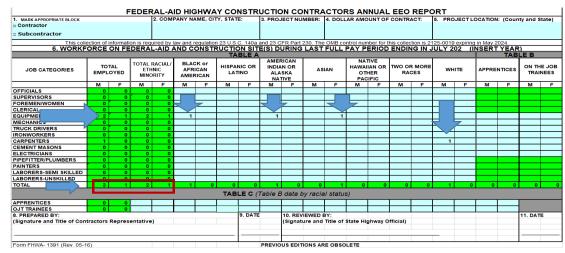


Table B: Apprentices and On-the-Job (OJT) Trainees:

If Apprentices and/or OJT Trainees are reported, the only information entered here is the number of males and/or females in the row the training is being performed. Note: The information entered in this area will not be calculated in the light green area for Total Employed.

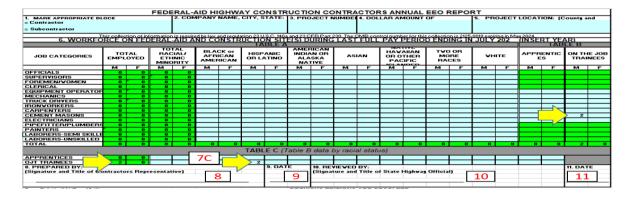
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OFFICIALS	0	0	0	0																			
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FOREMEN/WOMEN	0	0	0	0																			
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QUIPMENT OPERATOR	0	0	0	0				_]			
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							TAB	LE C (Table E	data b	y racia	al statu	s)										
APPRENTICES	0	0																					
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B. PREPARED BY:								9. DA1	ΤE	10. RE	VIEWE	DBY:									11. DA	TE	
Signature and Title of C	ontract	ors Re	present	ative)						(Signa	ture and	d Title	of State	Highw	ay Offic	ial)							
orm FHWA- 1391 (Rev. 05-16)									PREVI														

<u>Table C</u>: Enter the number of Apprentices and/or On the Job Trainees under the corresponding column for racial status for males and females. Instructions on How to Complete the 1391-Form, Cont.

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SUPERVISORS	0	0																				
FOREMEN/VOMEN	0	0	0	0																		
CLERICAL	0	0	0	0																		
EQUIPMENT OPERATOR	0	0																				
MECHANICS	0	0	0	0																		
TRUCK DRIVERS	0	0	0	0																		
IRONVORKERS	0	0	0	0																		
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PAINTERS	0	0	0	0																		
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PREPARED BY								9. DA	ΓE	10. BE	VIEVED	BY:									11. DA	CE
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Revised: 9/21/2021

Example: Under **Table B**, two male Latino OJT's were entered in the corresponding row for cement masons, under **Table C**, you would enter the number two under the corresponding column for their racial status. The information entered will automatically populate in the light green area of the form under Table



Box 7C- Number of Apprentices/OJT with race/gender.

Box 8 – Prepared by:

Type in the name of the person completing the 1391-Form. Electronic signature is accepted.

Box 9 – Date:

Enter the date the 1391-Form was completed.

Box 10 and Box 11 – Reviewed By and Date: Leave Blank.

Once the 1391-Form is completed, save and name the file.

Example: XYZ Company Inc. H.000139. The completed 1391-Form is now saved in the Excel Format as down loaded from the Department's Website and ready to be submitted.

Submission of the completed electronic form must be completed by <u>August 12, 2022</u>, only to <u>DOTDForm1391@la.gov</u>. Do **NOT** send in the form via regular mail.

Things to remember

Prime contractors <u>must</u> submit "no work performed" 1391's if the project has not received the final acceptance. Subcontractors do <u>NOT</u> submit "no work performed" 1391's. **Submit "no activity/work performed" 1391's by completing boxes 1 through 5, 8 and 9, leave the tables A, B, C blank. If you must put no activity, put on line 8.

Instructions on How to Complete The 1391 Form Con't.

	PPROPRIATE BLOCK 2. COMPANY NAME, CITY, ST								TE: 3. PROJECT NUMBER: 4. DOLLAR AMOUNT OF CONTRACT: 5. PROJECT L													
Contractor	100 011 100						A Dood	BD I A									,					
□ Subcontractor				ABC Construction 123 A Road, BR LA 70802					H.013564					5,850,40	5		EBR Parish					
This coll	ection of it	nformati	on is req	uired by	law and r	egulatio	n 23 U.S.	C. 140a	and 23 C	FR Part	230. The	OMB co	ntrol nur	nber for	this colle	ction is 21	25-0019	expiring				
6. WORKE	ORCE (ON FE	DERA	L-AID /	AND C	ONST				URING	LAST	FULL	PAY P	ERIO	ENDI	NG IN J	ULY 2	02 (1	NSERT			
							TA	BLE A												TAB	LE B	
JOB CATEGORIES	TOTAL ETH MINO		INIC	BLACK or AFRICAN AMERICAN		HISPANIC OR LATINO		AMERICAN INDIAN OR ALASKA NATIVE		AS	AN	NATIVE HAWAIIAN OR OTHER PACIFIC		TWO OR MORE RACES		WHITE		APPRENTICES		ON THE JOB TRAINEES		
	M	F	м	F	M	F	м	F	M	F	м	F	M	F	м	F	м	F	M	F	м	F
OFFICIALS	0	0	0	0																		
SUPERVISORS	0	0	0	0																		
OREMEN/WOMEN	0	0	0	0																		
CLERICAL	0	0	0	0																		
QUIPMENT OPERATORS	0	0	0	0																		
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RUCK DRIVERS	0	0	0	0																		
RONWORKERS	0	0	0	0																		
CARPENTERS	0	0	0	0																		
CEMENT MASONS	0	0	0	0																		
LECTRICIANS	0	0	0	0																		
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PAINTERS	0	0		0																		
ABORERS-SEMI SKILLED	0	0	0	0																		
ABORERS-UNSKILLED	0	0																				
TOTAL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
						_	TAB	LE C (Table E	3 data b	y racia	l statu	s)									
APPRENTICES	0	0																				
OJT TRAINEES	0	0		,																		
B. PREPARED BY:								9. DATE		10. REV	IEWED E	Y:									11. DAT	E
Signature and Title of Con	tractors	Repres	entative	•)				9/12	/2022	(Signat	ure and	Title of	State Hi	ghway (Official)							
Sally St	e Fonten	ot, HR E	irector	No acti	vity			3/12														

Prime contractors, if the subcontractors have completed work on the project, prime contractors must also submit a 1391.

If you had to submit payrolls on a federal aid project during the last payroll period in July, you must submit the 1391.